

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



☒ New Contract 200-11-009 ☐ Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Mark Hutchison	19	916-654-6718	9/27/05

Contractor's Legal Name	Federal ID Number
Department of Finance (DOF)	-

Title of Project
DOF's Evaluation of ARRA Grantees' Spending Plans

Term	Start Date	End Date	Amount
New/Original Contract	08 / 10 / 11	09 / 30 / 11	\$ 74,999

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information			
Proposed Business Meeting Date	8/10/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Mark Hutchison	Time Needed:	5 minutes

Agenda Item Subject and Description
Possible approval of an Interagency Agreement 200-11-009 for \$74,999 with the Department of Finance to provide professional services to evaluate grantees American Recovery and Reinvestment Act (ARRA) spending plans.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
This interagency agreement between the State Energy Resources Conservation and Development Commission (Energy Commission) and the Department of Finance, Office of State Audits and Evaluations (Finance), is for the purpose of acquiring professional services to evaluate American Recovery and Reinvestment Act (ARRA) spending plans received from grantees. This work is undertaken in response to a recent follow-up audit completed by the Bureau of State Audits regarding the Commission's progress in ensuring grantees timely expend their ARRA funds.

California Environmental Quality Act (CEQA) Compliance
<p>1. Is Contract considered a "Project" under CEQA?</p> <p><input type="checkbox"/> Yes: skip to question 2 <input checked="" type="checkbox"/> No: complete the following (PRC 21065 and 14 CCR 15378):</p> <p>Explain why contract is not considered a "Project":</p> <p>Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the CEC is acquiring professional auditing services.</p>
<p>2. If contract is considered a "Project" under CEQA:</p> <p><input type="checkbox"/> a) Contract IS exempt. (Draft NOE required)</p> <p><input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____</p> <p><input type="checkbox"/> Categorical Exemption. List CCR section number: _____</p> <p><input type="checkbox"/> Common Sense Exemption. 14 CCR 15061 (b) (3)</p> <p>Explain reason why contract is exempt under the above section: _____</p>
<p><input type="checkbox"/> b) Contract IS NOT exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.</p>

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Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$	11-12	\$74,999	Yes	State - ERPA	11-12	200.007	\$74,999
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$74,999		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$74,999		TOTAL: \$74,999			TOTAL:			\$74,999
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Vicki Huntsman	Name:	Rick Sierra
Address:	915 L Street	Address:	300 Capitol Mall, Suite 801
City, State, Zip:	94814	City, State, Zip:	95814
Phone/ Fax:	916-445-1986, Ext. 3053/916-324-8223	Phone/ Fax:	916-322-2985, Ext. 3103/916-322-2618
E-Mail:	Vicki.Huntsman@dof.ca.gov	E-Mail:	Rick.Sierra@dof.ca.gov

Contractor Is
<input type="checkbox"/> Private Company (including non-profits)
<input checked="" type="checkbox"/> CA State Agency (including UC and CSU)
<input type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used	
<input type="checkbox"/> Solicitation Select Type Solicitation #: - - # of Bids: Low Bid? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<input type="checkbox"/> Non Competitive Bid (Attach CEC 96)	
<input checked="" type="checkbox"/> Exempt Interagency	

Civil Service Considerations
<input checked="" type="checkbox"/> Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
<input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
<input type="checkbox"/> The Services Contracted:
<input type="checkbox"/> are not available within civil service
<input type="checkbox"/> cannot be performed satisfactorily by civil service employees
<input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
<input type="checkbox"/> The Services are of such an:
<input type="checkbox"/> urgent
<input type="checkbox"/> temporary, or
<input type="checkbox"/> occasional nature
that the delay to implement under civil service would frustrate their very purpose.
Justification:

Payment Method
<input checked="" type="checkbox"/> A. Reimbursement in arrears based on:
<input checked="" type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input type="checkbox"/> One-time
<input type="checkbox"/> B. Advanced Payment
<input type="checkbox"/> C. Other, explain:

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**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes
 If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

Justification of Rates

N/A using service service classification for payment rate.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 ☐ Contractor is Certified DVBE
 ☐ Contractor is Subcontracting with a DVBE: _____
 3. ☐ Contractor selected through CMAS or MSA with no DVBE participation.
 4. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☒ No ☐ Yes
 If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☒ No ☐ Yes
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

- | | | | | |
|--|-----------------------------|-----------------------------|-----------------------------|-------------------------------|
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
 2. Is the Contractor providing confidential information? ☒ No ☐ Yes
 3. Is the contractor going to purchase equipment? ☒ No ☐ Yes
 4. Check frequency of progress reports
 ☐ Monthly ☐ Quarterly ☒ Other Report summarizing DOF's findings.
 5. Will a final report be required? ☐ No ☒ Yes
 6. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☐ Yes

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 8. CEC 105, Questionnaire for Identifying Conflicts | | <input type="checkbox"/> Attached |
| 9. CEC 106, IT Component Reporting Form | | <input type="checkbox"/> Attached |

Contract Manager

Date

Office Manager

Date

Deputy Director

Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
 See Business Meeting Information Section.

Presiding Policy Committee

Date

Associate Policy Committee

Date

Executive Director

Date